

JOB DESCRIPTION

CLASSIFICATION: Apartment Maintenance Person

BEGINNING SALARY:

STATUS: Non-Exempt

REPORT TO: Multi-Family Housing Supervisor

PREFERRED QUALIFICATIONS: High School Diploma or Equivalent. Reliable transportation. Minimum two to four years experience in remodeling/renovation work or carpentry/construction work. Valid Indiana Driver's License.

KNOWLEDGE, SKILLS, ABILITIES:

1) SKILLS

- a) Good communication skills (both verbal and written)
- b) Good general maintenance skills for, electrical, HVAC, plumbing and general construction.

2) ABILITIES

- a) Evaluate client needs and estimate cost and quantity of work to be done.
- b) To detect deficiencies within complex and take necessary action
- c) Good analytical abilities
- d) Ability to work unsupervised

3) DUTIES

- a) Estimating needs for each maintenance request to be performed
- b) Keeping accurate records of all paperwork
- c) Fulfill all maintenance request for complex assigned
- d) Work with assigned contractors for work beyond the scope of in-house expertise
- e) Abiding by Personnel Policies and Procedures of HUEDC
- f) Performing other duties as required by Program Management
- g) Perform grounds maintenance and trash pick up
- h) Perform monthly HVAC inspections and filter replacements
- i) Perform all other duties assigned by supervisor